

TOWNSHIP OF EDISON, NEW JERSEY

100 MUNICIPAL BOULEVARD
EDISON, NEW JERSEY 08817

REQUEST FOR PUBLIC RECORDS

A request to copy or inspect a Public Record shall be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees for other response times established by statute and that information will be included in any response to the request. There is no fee involved in simply inspecting a document during normal business hours.

****PLEASE PRINT CLEARLY****

Name: _____

Address: _____

Telephone (Day): _____

E-mail Address: _____

Information Requested: _____

Year of Information Requested: _____

If request concerns a particular property in Edison, please provide the following information:

Permit type/Department: _____

Block: _____ Lot: _____

Address: _____

Reason Requested: _____

Medium Requested:

() Photocopy

() Other _____

Method for Delivering Records to Requestor:

() Call Requestor for pick up of materials

() Mail to address on application

() Await contact by Requestor

The public records requested will normally be available in accordance with P.L.2001, c. 404, within seven (7) business days. Some records will be immediately available. In general:

1. Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the amount of time which will be required to complete the search of the records.
2. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page. If a document is requested to be mailed, a postage fee will be charged. Otherwise, the document will be available for pick up.
3. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs involved in providing the copy in the format requested.
4. Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney and will be generally be provided immediately after the municipal official receives the determination from the Municipal Attorney or a Court that the records should be provided.

The term "public records" generally includes those records determined to be public in accordance with P.L. 2001, c. 404. The term does not include employee personnel files, police investigation reports, public assistance files or other matters which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by P.L. 2001, c. 404.

This completed form, when signed by the municipal official shall constitute a receipt for the application.

Applicant

Municipal Official

Date

Date